

Meeting Trustee Board meeting

Date 15 October 2020

Title Development Grant Adjudication

Agenda item 8

1.0 Purpose of paper

To outline the process for selecting which organisations will be awarded a Development Grant.

2.0 Budget

The budget for the current round of Development Grants is £325,000.

3.0 Director Visits

The shortlisted organisations were assessed via a Zoom call between July and September following the process detailed in the policy for Development Grant Adjudication. A report was written following each visit including an assessment of:

- Risk - based on how likely the applicant is to successfully achieve their plan for development and increased sustainability.
- Difference the grant will make to the organisation's sustainability.
- Priority – taking account of the above assessments as well as the type of development planned and how well it meets the Development Grant criteria and aims.

4.0 Documentation

Trustees will notice that we have once again used the redesigned version of the assessment visit report. This document incorporates information provided by the applicant organisation that would have previously been sent to Trustees in hard copy. This information included key aspects of the original submitted application, a statement of how the grant will support the delivery of the strategic plan, the organisation budget and Key Expected Achievements.

These documents and other documents submitted for each shortlisted application can all still be viewed on Salesforce in conjunction with the more detailed visit report. Viewing the strategic plans can also provide a more detailed insight into the organisations and their future plans.

The purpose of the new report template is to cut down on the amount of information that is sent to Trustees, whilst still providing a robust level of detail, to help focus attention on the key issues to consider linked to the application. The template was reviewed by Alison and she made many useful suggestions about the content and how information was presented using actual application information provided by an applicant. Additional feedback will be sought from Trustees following this meeting about the format and content of this template to ensure that appropriate levels of information are being provided to enable confident decision to take place.

5.0 Salesforce Instructions

Go to <https://login.salesforce.com/> and login. Your username is your email address and the password you will have set yourself. If you have forgotten your password, please just let the office know and we can reset it for you.

When logged on:

- a) Select "Requests" in the menu across the top of the page
- b) Just below the menu on the left hand side you see the word "View" with a dropdown list next to it. Select "In Assessment" in the list and then click on the "Go" button next to it.
- c) You should now have a list of the shortlisted applications. To view the application click on the "Opportunity Name" and you should be able to see all the detail.
- d) To access the additional documents for each application you will need to scroll to the very bottom of the submission and look in the "Notes & Attachments" section.
- e) You will also see that within the application there is a direct link to the charity commission listing for the applicant (if it is a charity).
- f) You can click to the website either from within the application or from the list at the start.

6.0 Adjudication

Trustees are asked to read the visit report for each application prior to the meeting, to enable a joint decision to be made at the meeting regarding which applications should be funded. Should you wish for further detail from the documents that were submitted as part of the application process then please look at the documents on Salesforce. Hopefully the longer visit report provides all of the key information linked to you being able to make an informed decision about which proposals to support. All of the documentation submitted by applicants has been considered by the Director as part of the assessment process and discussed at the assessment visit.

7.0 Carers Grants Adjudication Overview

- Out of the 7 projects that were shortlisted 5 are being recommended for funding. These 5 were considered at assessment to be the strongest applications in terms of **risk, difference to the organisation and priority**.
- Supporting these 5 applications would take spending to **£290,628** against a budget of **£325,000**.
- 1 application is classed as a ‘maybe’ and warrants further discussion due to it not being considered as much of a priority as other proposals. This was related to the link between the proposed project and achieving longer term organisational resilience and sustainability being less clear than with other applications. Should this funding be awarded the spend would increase to **£365,628**.
- 1 application was withdrawn before the assessment visit as alternative funding was awarded from elsewhere.

Name	Requested amount	Recommended amount	Risk	Difference	Priority	Recommended
Finding Rhythms CIO	£40,000	£40,000				Yes
On the Out CIC	£72,526	£72,526				Yes
RECOOP	£75,000	£75,000				Yes
Tempus Novo	£75,436	£75,436				Yes
Junction 42 Foundation	£27,666	£27,666				Yes

TOTAL	£290,628	£290,628				
Name	Requested amount	Recommended amount	Risk	Difference	Priority	Recommended
The Nehemiah Project	£75,000	£0				Maybe – to be discussed
TOTAL	£365,628	£290,628				
Withdrawn						
Safer Living Foundation	£75,000	£0	N/A	N/A	N/A	Withdrawn